CRYSTAL REPORTS 7.0 BASIC SKILLS
TWO DAYS

Prerequisites

Students attending this class should have experience using either Windows 95/98 or Windows NT. Some familiarity with relational databases is preferred but not required. No previous experience with Crystal Reports is required.

Who Should Attend

If you are new to Crystal Reports and want to get up to speed building reports, or if you already have some basic report writing experience, but want to add to your knowledge. This class is a prerequisite to attending the [Advanced Crystal Reports Class](#).

Course Description

In this 2-day class, the instructor will use a combination of lecture, demonstration and hands-on workshops to provide students with an introduction to Crystal Reports version 7.0. Students will, at the end of the class be able to design and create basic reports that they can incorporate into their day-to-day business using existing databases.

Course Topics

- Overview
- Creating Basic Reports
- Sorting, Grouping and Summarizing Data
- Record Selection
- Creating and Using Formulas
- Combine Tables Using the Visual Linking Expert
- Using the Report Expert
- Formatting Sections and Creating Summary/Drill Down Reports
- Basic Cross-Tabs
- Report Distribution
- Additional Formatting and Setting Options